

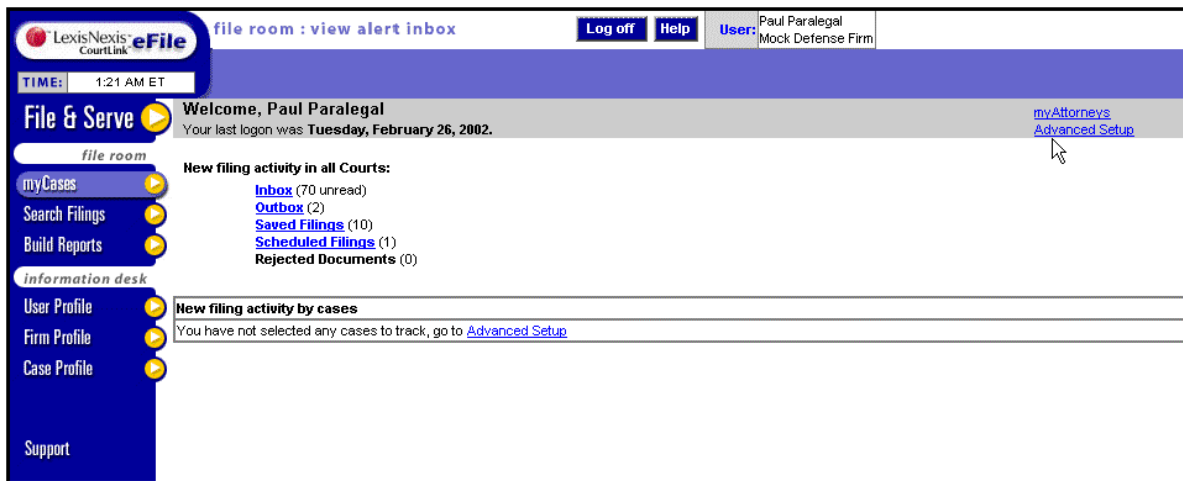


CourtLink[®] eFile

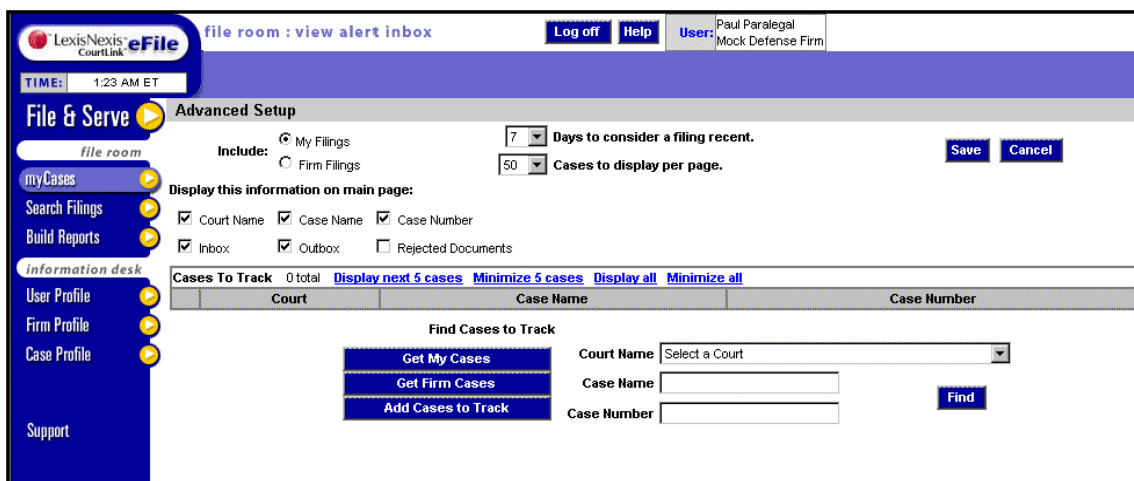
QUICK GUIDE:

myCASES ADVANCED SETUP

myCases: Advanced Setup



The **Advanced Setup** feature allows a user to track specific cases from their **myCases** home page. From this page you can **File & Serve** into those selected cases, generate reports, and check for newly received, recently filed and rejected documents. To begin tracking cases, click the **Advanced Setup** hyperlink on the **myCases** page.



BASIC SETUP

1. To include new activity for cases in which you are involved (filed by you, or authorized by you), click **My Filings**.
2. To include new activity for cases in which your firm is involved (filings filed or authorized by anyone at your firm), click **Firm Filings**.
3. You can choose the number of **Days to consider a filing recent** and the number of **Cases to display per page** by selecting those options from the drop down menus.
4. You may also choose which columns you want displayed for the cases you are tracking on the myCases homepage. Select the columns by clicking the check box for the available column in the **Display this information on the main page** section.

LexisNexis® CourtLink® eFile file room : view alert inbox Log off Help User: Lucy Lawyer Mock Defense Firm

TIME: 12:02 AM MT

File & Serve **Advanced Setup**

file room Include: ☐ My Filings ☒ Firm Filings Days to consider a filing recent: 7 Cases to display per page: 50 Save Cancel

Display this information on main page:

☒ Court Name ☒ Case Name ☒ Case Number

☒ Inbox ☒ Outbox ☐ Rejected Documents

Cases To Track 4 total [Display next 5 cases](#) [Minimize 5 cases](#) [Display all](#) [Minimize all](#)

	Court	Case Name	Case Number	
1	CA Superior Court County of San Diego	Tobacco Cases II	JCCP-4042	Remove All
2	Colorado Mock Court	Jones v. Ski Resorts Inc et al	2001cv010101	Remove
3	Mock Court	Smith v Toy Industries Inc et al	000001	Remove
4	Colorado Mock Court	smith v allen	2002cv022334	Remove

Find Cases to Track

[Get My Cases](#) [Get Firm Cases](#) [Add Cases to Track](#)

Court Name: Mock Court Case Name: Jones Case Number: Find

Case Search List 1 through 7 of 7 Total selected: 1

	Case Name	Case Number	Case Type	Case Class	Court
<input checked="" type="checkbox"/>	Jones v Car Manufacturers Corporation et al	000002	Personal Injury	Civil	Mock Court
<input type="checkbox"/>	Smith v Jones		Personal Injury	Civil	Mock Court

SELECT CASES TO TRACK

1. To retrieve a list of cases in which you are directly involved, select a court from the drop-down box, click **Get My Cases**, and then click **Find Cases**. All cases in which you are involved in that court will appear.
 2. To select the cases you want to track, click the check box by the case name, then click **Add Cases To Track**. A list of your chosen cases will appear in the **Cases to Track** portion of the screen.
- Or –
3. To retrieve a list of cases in which all attorneys at your firm are involved, select a court from the drop-down box and click **Get Firm Cases**, and then click **Find Cases**. All cases in which attorneys at your firm are involved will appear.
 4. To select the cases you want to track, click the check box by the case name, then click **Add Cases To Track**. A list of your chosen cases will appear in the **Cases to Track** portion of the screen.
- Or –
5. You may choose to select cases to track individually or track cases in which your firm is not directly participating by selecting the **Court Name** from the drop down menu or you may search for the case by entering a **Case Name** or **Case Number** then clicking **Find Cases**.
 6. When you have completed your selections, click **Save**.

The screenshot shows the myCases interface with a sidebar on the left containing links like File & Serve, Search Filings, Build Reports, and Information desk. The main area displays a table of tracked cases. The table has columns: F & S, Court Name, Case Name, Case Number, and Inbox/Outbox. The first row shows a case in the CA Superior Court of San Diego with Case Name 'Telvaco Cases II' and Case Number 'JCCP-4642'. The second row shows a case in Mock Court with Case Name 'Smith v Toy Industries Inc et al' and Case Number '000001'. The third row shows a case in Mock Court with Case Name 'Jones v Car Manufacturers Corporation et al' and Case Number '000002'. The fourth row shows a case in Colorado Mock Court with Case Name 'Jones v Ski Resorts Inc et al' and Case Number '2001cv010101'. The fifth row shows a case in Colorado Mock Court with Case Name 'Smith v et al' and Case Number '2002cv022238'. The Inbox column shows 'Not involved with this case' for the first case, an envelope icon for the second, and a red flag for the third. The Outbox column is empty for all cases.

F & S	Court Name	Case Name	Case Number	Inbox	Outbox
<input checked="" type="checkbox"/>	CA Superior Court County of San Diego	Telvaco Cases II	JCCP-4642	Not involved with this case.	
<input checked="" type="checkbox"/>	Mock Court	Smith v Toy Industries Inc et al	000001		
<input checked="" type="checkbox"/>	Mock Court	Jones v Car Manufacturers Corporation et al	000002		
<input checked="" type="checkbox"/>	Colorado Mock Court	Jones v Ski Resorts Inc et al	2001cv010101		
<input checked="" type="checkbox"/>	Colorado Mock Court	Smith v et al	2002cv022238		

Below the table, there are instructions:

- Clicking on the ☒ under column F & S, will direct you to File & Serve with that case selected.
- Clicking on the Court Name will direct you to all of your cases in that Court.
- Clicking on the Case Name or Case Number will direct you to all filings in that case.
- Clicking on the icon, under the different headers, will take you to the filings associated with that case and header type.

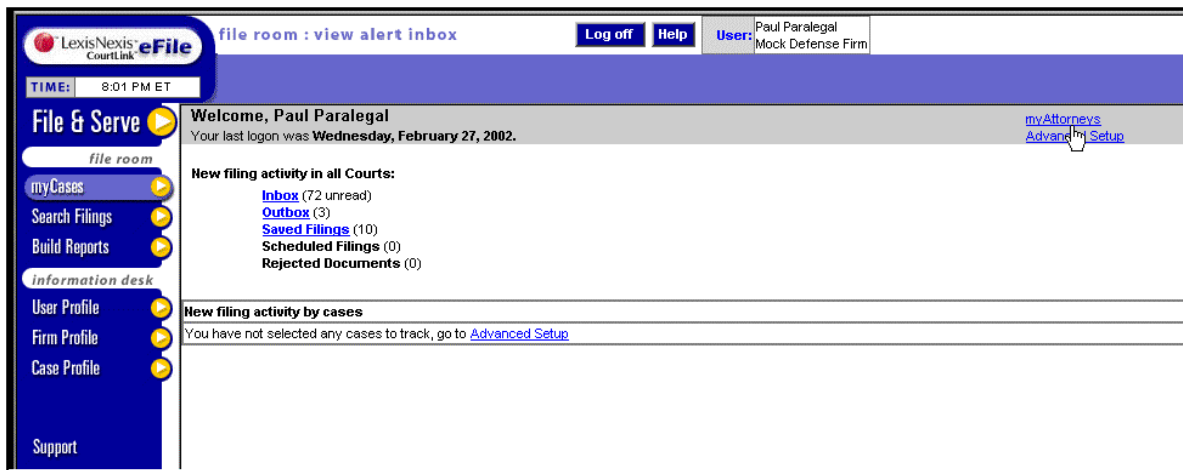
MANAGING TRACKED CASES

Once you have created a listing of cases to track on your **myCases** home page, they will remain there until you remove them. From this page, you have the option to File & Serve, generate reports, and check your inbox, outbox and rejected filings by case.

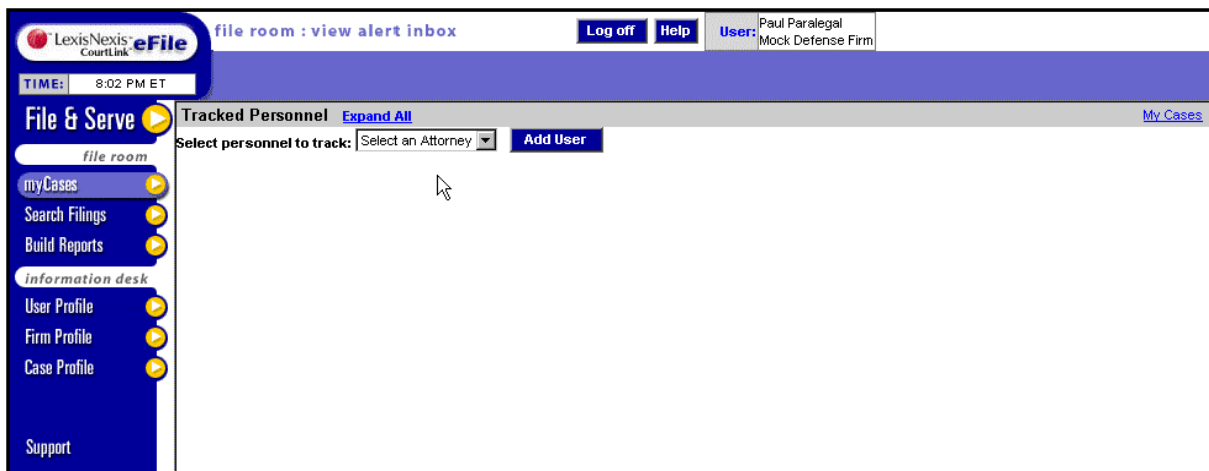
1. To file directly into one of your tracked cases click the check mark button in the **F & S** Column for that case. This feature will take you to the **File & Serve – Documents** section of the system, by-passing the **Start Filings** tab.
2. To view a list of all cases in a court, click the hyper linked **Court Name**.
3. To view a **Documents by Case Report** (all efilings in that case), click the hyper linked **Case Name** or **Case Number**.
4. To view new notifications, or incoming filings for this case, click the **envelope icon** displayed in the **Inbox** column. No envelope indicates no new filings for that case.
5. To View your filings for the past week, click the **red flag** in the **Outbox** column. (No flag indicates no recent filings for that case.)

If you are tracking a case that you or an attorney at your firm is not involved in, then your Inbox and Outbox will indicate that you are not involved with this case. You will still be able to view the list of all e-filings in a case you are tracking by clicking the Case Name or Case Number links.

myCases: myAttorneys



From the **myAttorneys** page you can track cases by a specific attorney at your firm. You can **File & Serve** and generate reports in select cases. To begin tracking cases by attorney, click the **myAttorneys** link in **myCases**.



BASIC SETUP

1. To add an attorney to track, **Select Personnel to track** from the drop-down menu.
2. Highlight the desired attorneys name and click **Add User**.
3. A list of the selected attorneys will appear, to view the cases in which that attorney is involved, click the arrow next to the attorney name or click **Expand All**.

The screenshot displays the LexisNexis CourtLink eFile interface. At the top, the header includes the LexisNexis eFile logo, the text 'file room : view alert inbox', and buttons for 'Log off' and 'Help'. The user is logged in as 'Adam Attorney' from 'Mock Plaintiff Firm'. The time is 10:21 AM MT. The left sidebar contains navigation links: 'File & Serve', 'file room', 'myCases', 'Search Filings', 'Build Reports', 'information desk', 'User Profile', 'Firm Profile', 'Case Profile', and 'Support'. The main content area is titled 'Tracked Personnel' and includes a 'Select personnel to track:' dropdown menu and an 'Add User' button. Below this, a table shows the tracked personnel for 'Counselor, Carol'. The table has columns for 'F & S', 'Court Name', 'Case Name', and 'Case Number'. Two cases are listed: 'Jones v. Ski Resorts Inc et al' at 'Colorado Mock Court' (Case Number: 2001cv010101) and 'Jones v Car Manufacturers Corporation et al' at 'Mock Court' (Case Number: 000002). A 'Remove' link is visible next to the first case.

F & S	Court Name	Case Name	Case Number
<input checked="" type="checkbox"/>	Colorado Mock Court	Jones v. Ski Resorts Inc et al	2001cv010101
<input checked="" type="checkbox"/>	Mock Court	Jones v Car Manufacturers Corporation et al	000002

MANAGING myATTORNEYS

1. You have the capability of filing directly into one of your tracked attorney's cases by clicking the check mark button in the **F & S Column**.
2. To view a Cases Report; all cases in that court for that user/firm, click the hyper linked **Court Name**.
3. To view a **Documents by Case Report** (all eFilings in that case), click the hyper linked **Case Name** or **Case Number**.